

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PLANT PATHOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a plant disease control, diagnostic or prevention program or specialty area; or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title – Plant Pathologist Specialist-2

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The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent level administrator.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist the division or office administrator in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in

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budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Implements special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Develops and implements plant pathology program goals and plans.

Formulates procedures and guidelines for assigned plant pathology program.

Performs laboratory diagnosis of plant diseases.

Diagnoses Dutch elm, oak wilt, and other disease conditions in plants.

Carries out the virus-free stock program.

Cooperates with the seed laboratory in determining fungi present on seeds and in testing treated or suspect seed.

Serves as an expert witness on areas of expertise.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the principles and practices and techniques of plant pathology and plant physiology.

Knowledge of plant identification and the general principles of plant disease and control.

Knowledge of the techniques involved in diagnosing diseases in plants and trees.

Knowledge of plant diseases carried and transmitted by insects and nematodes and the affects of such diseases.

Knowledge of the relationship of plant diseases to agriculture and human health.

Ability to identify plants and plant pests and diseases.

Ability to organize and perform the work of a plant disease laboratory.

Ability to conduct studies involving plant pathology in field and laboratory.

Ability to analyze plant disease control problems and determine appropriate course of action.

Ability to perform and interpret tests and analyses on plants, seeds, and other botanical specimens.

Ability to serve as a technical advisor to others on work related topics.

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Ability to provide expert testimony at hearings.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to communicate with others verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in plant pathology.

Experience

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Four years of progressively responsible professional experience in plant pathology and plant disease control.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PLNTPTHSP

Job Code Description

Plant Pathologist Specialist

Position Title

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Position Code

PPTHSP2

Pay Schedule

H21-014